

COP/ Appointee Review Mosaic process

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Sending a new Review:

1. For new Reviews- go to 'Start' and select 'Request for Appointee/ COP Review'.
There are separate workflows, depending if the client is undergoing a COP process or an Appointee process.

Ms Tanija Test : Person Summary

Person Details >

- Start >
- Case Notes
- Documents
- Visits
- Education >
- Health >
- Legal Status
- Offences
- Registrations
- Carer Data >
- Alerts History
- File Management >
- Carer Search >

Person Id: 2138438

Context: Adult

Date of Birth: Estimated age of 88 years

Address: (Address Type : Main Address) 1 TEST SQUARE LONDON AA1 1AA (View Map) Authority: Camden Ward: Holborn and Covent G

Gender: Female

Start

- LD Review
- Local Authority Checks
- MALT Documents
- Medical Checks
- MOSAIC in Touch
- OT - Request OT intervention
- Prospective Adopter Drop-in Sessions
- Prospective Adopter Preliminary Enquiry
- Prospective Carer Record Closure
- Prospective Foster Carer Enquiry
- Prospective Foster Carer Screening
- Purchase Service (Carer)
- Purchase Service (Generic)
- Purchase Service (Personal Budget)
- RAP - AMH/SAMH - Referral and Assessment
- RAP - Carers Assessment/Re-Assessment
- Referral
- Reflective Group Supervision Record
- Regulation 8 Private Fostering Visit
- Request for Access to Records
- Request for Appointee/COP Review
- Request for CLDS: Health CSOT - Care Management casework
- Request for Exemption / Variation of Approval
- Safeguarding Adults - Concern
- Section 7 Notification (Hospital Use Only)

This will open a new workflow step:

Request for Appointee/COP Review : Tanija Test (2138438)

Comments Segment

Sections

- 1. Comments
- 2. Actions Taken
- Initialize completed section

2. Actions Taken

Next Actions

Next action	Assigned to	Reason	Note	Priority	Status

Add

COP/ Appointee Review Mosaic process

- Go to 'Actions Taken', and 'Add' an action

Request for Appointee/COP Review : Tanija Test (2138438)

Comments Segment

Sections

- Comments
- Actions Taken

indicates completed section

2. Actions Taken

Next Actions

Next action

Next actions

Select action

Note

Priority

Urgent Normal Low

Add Add and Close Close

- Select the option that applies, depending on the process and the team you're in. Then select a subgroup, and press 'Add and Close'

Request for Appointee/COP Review : Tanija Test (2138438)

Comments Segment

Sections

- Comments
- Actions Taken

indicates completed section

2. Actions Taken

Next Actions

Next action

Next actions

Select action: Appointee Review - ACM

Scheduled Date: 27/03/2018

Pass to team: Virtual COP/Appointee Reviews North/West

Note

Priority

Urgent Normal Low

Add Add and Close Close

Request for Appointee/COP Review : Tanija Test (2138438)

Comments Segment

Sections

- Comments
- Actions Taken

indicates completed section

2. Actions Taken

Next Actions

Next action

Next actions

Next action	Assigned to	Reason	Note	Priority	Status
Appointee Review - ACM	Virtual COP/Appointee Reviews North/West				Proposed

Add

COP/ Appointee Review Mosaic process

4. You can now 'Finish' this workflow step.

This will send an Appointee Review or COP Review to your team's incoming work, for 6 months' time.

Ms Tanija Test : Person Summary

Person Details >	Person Id 2138438	Case Status Open 07/05/2016	
Start >	Context Adult	Current Work COP Review/Reassessment (New) (Nicola Antoni) Start Summary Appointee Review Start (Virtual COP/Appointee Reviews North/West) Summary OT - Sensory Needs Assessment (Nicola Antoni) Resume Summary Housing & Outreach Assessment and Plan (Nicola Antoni) Resume Summary Review/Reassessment and Plan (Nicola Antoni) Resume Summary Assessment and Planning (Nicola Antoni) Resume Summary	
Case Notes >	Date of Birth Estimated age of 88 years		Service User Groups Carer Physical Support : Personal Care (65 plus) View details (including history)
Documents >	Address (Address Type : Main Address) 1 TEST SQUARE LONDON AA1 1AA (View Map) Authority: Camden Ward: Holborn and Covent Garden		
Visits >	Gender Female		
Education >			
Health >			
Legal Status >			
Offences >			
Registrations >			
Carer Data >			
Alerts History >			
File Management >			
Carer Search >			

COP/ Appointee Review Mosaic process

Working in a COP or Appointee Review

Appointee Review : Tanija Test (2138438)

Financial Review Deputy/Appointee Assessment start Segment

Sections

- 1. Personal Details
- 2. Financial Information
- 3. Care
- 4. Principle of Mental Capacity Act
- 5. Actions to be made/implemented
- 6. Actions Taken

indicates completed section

1. Personal Details

Name: Tanija Test

Surname: Test

FWi - ID: 2138438

Date of birth: []

Court Ref. No: []

Legal Status: []

Person current address: 1 TEST SQUARE, LONDON, AA1 1AA

Telephone (Home): []

Date of this Review: []

1. When opening your Appointee Review workflow step, no forms need to be created. Everything is there when you open this step, for you to complete. You need to complete all sections circled above.

Appointee Review : Tanija Test (2138438)

Financial Review Deputy/Appointee Assessment start Segment

Sections

- 1. Personal Details
- 2. Financial Information
- 3. Care
- 4. Principle of Mental Capacity Act
- 5. Actions to be made/implemented
- 6. Actions Taken

indicates completed section

1. Personal Details

Name: Tanija Test

Surname: Test

FWi - ID: 2138438

Date of birth: []

Court Ref. No: []

Legal Status: []

2. Once sections 1-5 are completed, you'll need to send a Request/ Task to your manager

New Request

Select	Request Type	Status (Date)	Assigned To
<input checked="" type="radio"/>	REQUIRED Appointee/COP Managers Authorisation	[]	[]
<input type="radio"/>	PFS Case Worker Feedback	[]	[]

Note: []

Pass to Worker* **Find**

This request will be sent when you next save.

OK Cancel

COP/ Appointee Review Mosaic process

- Your manager will respond to this request accordingly. When it is authorised for you to proceed, you can address section 5. Actions Taken, by selecting the next Appointee Review with your team (unless it is NFA, in which case you would be selecting ASC- No Further Action).

Appointee Review : Tanija Test (2138438)

Financial Review Deputy/Appointee Assessment start Segment

Sections

1. Personal Details
2. Financial Information
3. Care
4. Principle of Mental Capacity Act
5. Actions to be made/implemented
6. Actions Taken

6. Actions Taken

Next Actions

A next action and recipient must be selected before this form can be finished

Next action	Assigned to	Reason	Note	Priority	Status
					<input type="button" value="Add"/>

Appointee Review : Tanija Test (2138438)

Financial Review Deputy/Appointee Assessment start Segment

Sections

1. Personal Details
2. Financial Information
3. Care
4. Principle of Mental Capacity Act
5. Actions to be made/implemented
6. Actions Taken

6. Actions Taken

Next Actions

A next action and recipient must be selected before this form can be finished

Next actions

Select action

Note

Priority

Urgent Normal Low

Add Add and Close Close

Once selected, you can 'Finish' this workflow step.

The next Appointee Review is now waiting in your team's incoming work.

Currently, the COP Review form is exactly the same as the Appointee Review form. The above process is therefore the same for COP. This will soon be reviewed.

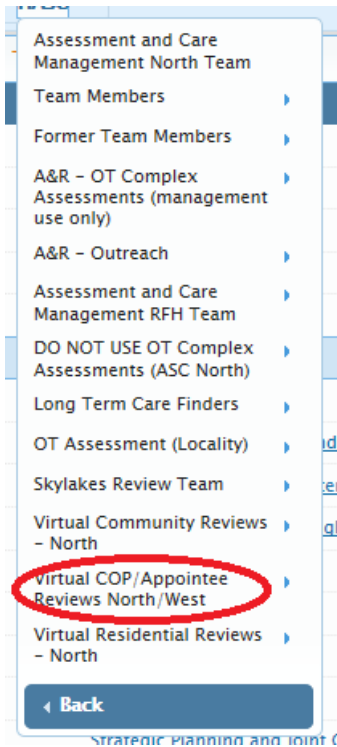
COP/ Appointee Review Mosaic process

Finding these Reviews:

To make it easier to find the due Appointee and COP Reviews, they now have their own folder in your team's incoming work (so you aren't searching through all Reviews).

These are called Virtual COP/Appointee Reviews North/West and Virtual COP/Appointee Reviews South.

North team folder for example:



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Case Notes:

We also have case note 'types' or categories, exclusive for Best Interest Decisions for Appointee and for COP, separately. These need to be used so it is clear, and easily searchable.

Add Case Note – Tanija Test (2138438)

Add Case Note Fields marked with a * are required

Title (max. 100 characters) *

Type of Note *

- Please Select--
- Adoption
- Best interest decision for appointee only**
- Best interest decision for court of protection only**
- Care Funding Calculator
- Closing Summary
- Consultation with IYSS
- Contact on Hospital Ward
- Contact via e-mail
- Contact with Doctor
- Discussion / Consultation
- EDT
- Education
- FAX
- Family Service
- Fostering Team
- GOSH Key SW Information
- Head of Service ABOVE CEILING Decision
- Home Visit
- IEYS PFP - Follow up contact
- IEYS Speech & Language - Assessment
- IEYS Speech & Language - Home/Nursery Programme
- IEYS Speech & Language - Intervention Group Therapy
- IEYS Speech & Language - Intervention PCI
- IEYS Speech & Language - Intervention Social Communication
- IEYS Speech & Language - Review
- IEYS Speech & language - Initial screening
- ILF Funding
- IYSS contact
- Invoice variation

Date *

Time * (Enter as 24 hour clock e.g. 15:30)

Note *

[Add Alert Recipients for this Case](#)

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Styles, Format